

First impressions
are important.
Follow these tips to
help you succeed in
getting the summer
job you want!

Do's & Don'ts

for Getting a Great Summer Job



DO:

- Tell everyone you know that you are looking for a summer job and the type of work you would like. This is called networking and it is the best way to find a job.
- Fill out a practice application with all of the required information and have someone proofread it for you to ensure there are no mistakes. You can use it to fill out real hard copy and on-line applications.
- Read the directions before you fill out the application. This will ensure you have a perfect application to hand in.
- Fill in every space on a job application. If something doesn't apply to you, write "N/A" which means "not applicable." This will show the hiring manager that you have read and responded to everything on the application.
- Make sure your application and/or resume is perfect before you submit it. That means zero mistakes.
- Dress appropriately for the interview. Comb your hair, brush your teeth, and dress one-step above the job you are applying for. Also, get a good night's sleep so you can be alert and interview well.
- Practice answering questions you think you might be asked at the interview.
- Greet the interviewer with a smile and a handshake, be polite and respectful to everyone you meet. Usually people who work together talk to each other. If you are rude to a receptionist he or she will likely mention it to the hiring manager.
- Arrive ten minutes early for the interview. You don't want to arrive too early and you certainly don't want to be late. If something unexpected happens, make sure you call and let the interviewer know you will be late or you can't make it.
- Say you want the job! If you want the job, say it at the end of the interview. Something like, "This sounds like a really great place to work and the job seems like a good fit for me. I would like to work here."

DON'T:

- Ever lie on a job application. If you are caught, you will likely lose your job.
- Hand in an application that is dirty, smudged, or ripped. Make sure the application looks perfect.
- Write or say negative things about past jobs or supervisors. You don't want hiring managers to get the idea that you can't get along well with other people or that you are difficult.
- Leave spaces blank on your job application. The hiring manager may believe that you are not able to follow directions, you are not detail oriented or that you have something to hide.
- Bring friends with you to get a job application or to the interview. It is important to appear professional if you really want to get the job.
- Go to an interview in dirty, sloppy clothes. Make sure you appear well groomed.
- Fold your arms during the interview or chew gum. Body language is important. Make sure you sit with your hands in your lap, make eye contact, and sit straight in your chair.
- Take your cell phone with you. ☹